

Agenda for RECORDS OFFICERS MEETING

19 December at 10:00

- I. Data on Conventional and Special Filing Equipment
- II. Results of Agency-wide Survey to Determine Need for Safe
Based on Security Check Sheet
- III. Procedure Used by ORR to Determine Use of Safes
- IV. Specialty File Equipment --To Save Space
- 1. Results of FULL SPACE Equipment Installation
- 2. Advantages In Using Conserva-File-V
- V. PRESIDENTS Program for Records CLEAN=UP
- VI. New Publications
- Information and Records Management
- Records Management
- VII. The Correspondence Handbook
- VIII. New Form 2620 - Request for Logistics Services,.
- IX. Determination of Office of Record
- X. After Hours Training in Rec Mgmt. and Paperwork Mgmt.
PAPERWORK MANAGEMENT - The Management of Institutional
Records Systems: Maintenance and Retirement...31 Jan 1967

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